



Building & Development Services
1102 Lohmans Crossing
Lakeway, TX 78734
Phone: (512) 314-7542
Fax: (512) 314-7541
www.lakeway-tx.gov

RESIDENTIAL BUILDING PERMIT APPLICATION

APPLICATION:

Any owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by codes and ordinances adopted by the city, or to cause any such work to be done, shall first make application to the building official and obtain the required permit.

The City of Lakeway has adopted the following codes:

- International Building Code – 2009 Edition, including all appendices except for appendices A, B, H and J
- International Residential Code for One- and Two-Family Dwellings – 2009 Edition, with the exception of chapters 25 to 32 (plumbing), including all appendices except for appendices E and L
- International Energy Conservation Code – 2009 Edition
- International Mechanical Code – 2009 Edition, including all appendices except for appendix B
- International Fire Code – 2009 Edition as amended by Travis County Emergency Service District No. 6
- International Gas Code – 2009 Edition, including all appendices
- National Electrical Code 2008
- Uniform Plumbing Code – 2009 Edition or as adopted by the service provider

CHECKLIST:

This list has been prepared as a tool for submitting a complete building permit application package. In no way does this list represent all submittal documents that may be required to demonstrate compliance with local codes and ordinances. Delays in the permit issuance process will occur as a result of incomplete or inadequate submittal information.

- A. Project Information Sheet
- B. Construction Documents
- C. Survey/Site Plan
- D. Contractor Acknowledgement Form(s)
- E. Energy Code Compliance
- I. Bonding & Insurance
- J. Manual S, J and D Reports
- S. Supplemental Reports



RESIDENTIAL BUILDING PERMIT APPLICATION

Project Address (if unknown, leave blank): _____

Description: Lot _____, Block _____, Subdivision _____

_____ Total Acreage: _____

Abstract/Survey: _____ A- _____

Applicant:		Phone:	
Address:		Fax:	
City:	State:	Zip:	
E-mail:			

Property Owner:		Phone:	
Address:		Fax:	
City:	State:	Zip:	
E-mail:			

Architect/Engineer/Agent:		Phone:	
Address:		Fax:	
City:	State:	Zip:	
E-mail:			

NOW, THEREFORE, KNOW ALL MEN BY THESE PRESENTS:

That I, _____, as owner or duly authorized officer of the property hereinafter referenced do hereby execute this document, acknowledge the above statements to be true and accurate to the best of knowledge, and understand that knowing and willful falsification of information will result in rejection of my application and may be subject to criminal prosecution. I have received, read and understand the terms and conditions of this request, and agree to compliance with all applicable codes and ordinances of the City.

(Signature)

OFFICE USE ONLY:

Project # _____

Submittal Date:

DATE STAMP

Receipt # _____



RESIDENTIAL PROJECT INFORMATION SHEET

General Contractor:		Phone:	
Address:		Fax:	
City:	State:	Zip:	
E-mail:			

QUESTIONNAIRE:

What is the total square footage, including unconditioned space? ____ __, ____ __ SF

What is the estimated project valuation? \$ ____ __, ____ __, ____ __. ____ __

Is there an active Architectural Control Board (ACB) over the subject property? Yes ☐ or No ☐? If yes, provide evidence of plan submission to the ACB.

UTILITIES (PLEASE SELECT ALL THAT APPLY):

Electric: ☐ Public or ☐ Private? If public, who is the provider? _____

Natural gas: ☐ Public, ☐ Private or ☐ Not Available? If public, who is the provider? _____

Propane: ☐ Community, ☐ Individual Tank or ☐ Not Available? If propane is provided by an individual tank, is the tank ☐ above ground or ☐ below ground?

Water: ☐ Public or ☐ Private? If public, who is the provider? _____

Indicate whether an Automatic Fire Sprinkler System is proposed? ☐ Yes or ☐ No? If yes, provide plans for review.

Wastewater: ☐ Public* or ☐ Private? If public, who is the provider? _____

*If public wastewater is available, connection is required.



RESIDENTIAL CONSTRUCTION DOCUMENTS

SUBMITTAL DOCUMENTS:

Submittal documents consisting of construction documents, statement of special inspections, geotechnical report and other data shall be submitted in two (2) or more sets with each permit application. The construction documents shall be prepared by a registered design professional where required by the statutes of the jurisdiction in which the project is to be constructed. Where special conditions exist, the building official is authorized to require additional construction documents to be prepared by a registered design professional.

Construction documents shall be dimensioned and drawn upon suitable material and shall include, at a minimum, the following:

- Foundation plan (signed and sealed by a registered engineer in and of the state of Texas)
- Floor plan, including plans for partial basements and full or partial attics and penthouses (indicating windows, door swings, stairs and ramps, shafts, means of egress, etc., and shall be sufficiently dimensioned to describe all relevant space sizes)
- Framing plan (including floor, wall and roof framing)
 - Roof and floor framing plans for structures over 4,000 s.f. (heated/air conditioned) shall be certified by an engineer or architect; any revisions to certified plans must be resubmitted for approval by the design engineer/architect
 - If plans are not signed and sealed by an engineer or architect, the designer will be required to demonstrate that the design complies with building codes and that members are adequately sized to resist the loads imposed on them
 - For roof and/or floor trusses, provide 11" X 17" placement diagrams and 8 ½" X 11" profile pages; profile pages shall be signed and sealed by an engineer or architect
- Electrical plan showing all outlet locations, switches, circuitry and raceways, fixtures and service equipment; a [Service Worksheet](#) shall be required to be submitted for review and approval prior to scheduling a final inspection
- Mechanical plan showing location of heating, cooling and ventilation equipment, and duct layout showing size, class, duct gage (if metal) and grill (register) locations; provide information on the approval listing of the equipment installed; submit mechanical equipment schedule identifying the equipment manufacturer's name, model number, capacity, installation methods, etc.; and provide the manufacturer's installation instructions for all appliances and the BTU per hour output
- Elevations including grade, references, survey markers/monuments, scale, building height and materials (including percentages)
- Details, including typical connections, cross sections, particularly sections of exterior walls and various building elements, and any tables (e.g. header, girder or other span) or schedules as required to fully describe the building construction and materials



RESIDENTIAL SURVEY/SITE PLAN

SURVEY/SITE PLAN

Surveys and site plans shall be dimensioned and drawn upon suitable material and shall include general property information and improvements.

- **General Property Information**

- Provide title block, legal description, lot size, scale and north arrow
- Show all property lines and easements, including bearings, distances and dimensions; identify building setbacks and height limitations
- Identify adjacent rights-of-way including centerline and width; show all existing improvements within the right-of-way including driveways, drainage ditches, curbs and gutters, storm drain/culverts, retaining walls, etc.
- Locate and describe benchmarks; show critical environmental features, buffer zones, flood plain elevations, the floodway and any portion of the lot which is subject to inundation by the 100 year flood, existing site topography in 1' contours, storm/surface water drainage systems and surface waters

- **Improvements**

- Illustrate existing and proposed structures and building envelopes, and identify each by its use (e.g. dwelling, garage, storage, etc.); locate and describe highest natural grade under slab, finished floor elevation(s) (FFE) and ridge height(s); indicate the location and clearing limits of all ancillary structures including decks, docks, porches, patios, pools, spas, fences, tanks, equipment pads and any respective screening; identify mailbox and light pole location
- Show existing and proposed driveways, parking areas, sidewalks, walkways, access roads, etc.; include materials and dimension controls (e.g. radii, slopes, etc.); show all proposed site topography in 1' contours; indicate culvert size for driveway improvements along streets without curb and gutter
- Provide the location and dimensions of existing and proposed wells and on-site sewage systems including distances to property lines and structures; show all utilities and utility connections including size and location (indicate overhead or underground)
- Locate and label all hardwood trees 6" and greater; provide a tree legend with clear indication of any trees to be removed; show limits of tree protection; incorporate tree protection notes 1-15, subsection 24.02.405(n), Lakeway Code of Ordinances (LCO); label and outline landscaping areas; provide location and details of all drainage devices; indicate direction of surface water flow; provide retaining wall details and means of fall protection
- Show location of temporary improvements such as erosion control devices, construction fencing, construction entrance(s), water closet and commercial refuse container



CONTRACTOR ACKNOWLEDGEMENT FORM

ACKNOWLEDGEMENT:

I do hereby acknowledge that any owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by the most current adopted version of the building codes adopted by the City of Lakeway, Travis County, Texas, or to cause any such work to be done, shall first make application to the building official and obtain the required permit and that issuance of a permit shall not be held to permit or to be an approval of the violation of any provision of any state or local law.

Application is hereby made to obtain a permit to do work and installation as indicated on the approved construction drawings.

PROJECT/PERMIT NO.: _____

Electrical Contractor:		Phone:	
Address:		Fax:	
City:	State:	Zip:	
E-mail:			

Master Electrician:	TDLR License No.:
License Type:	Expiration Date:

AFFIDAVIT:

I certify that all work will be performed under my supervision in accordance with state and local laws and that the information contained in this form is true and correct to the best of my knowledge.

SIGNATURE OF OWNER OR OWNER'S AGENT: _____



CONTRACTOR ACKNOWLEDGEMENT FORM

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Application is hereby made to obtain a permit to do work and installation as indicated on the approved construction drawings.

PROJECT/PERMIT NO.: _____

HVAC Contractor:		Phone:	
Address:		Fax:	
City:	State:	Zip:	
E-mail:			

Master Technician:	TDLR License No.:
License Type:	Expiration Date:

AFFIDAVIT:

I certify that all work will be performed under my supervision in accordance with state and local laws and that the information contained in this form is true and correct to the best of my knowledge.

SIGNATURE OF OWNER OR OWNER'S AGENT: _____



CONTRACTOR ACKNOWLEDGEMENT FORM

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Application is hereby made to obtain a permit to do work and installation as indicated on the approved construction drawings.

PROJECT/PERMIT NO.: _____

Plumbing Contractor:		Phone:	
Address:		Fax:	
City:	State:	Zip:	
E-mail:			

Master Plumber:	TSBPE License No.:
License Type:	Expiration Date:

AFFIDAVIT:

I certify that all work will be performed under my supervision in accordance with state and local laws and that the information contained in this form is true and correct to the best of my knowledge.

SIGNATURE OF OWNER OR OWNER'S AGENT: _____



CONTRACTOR ACKNOWLEDGEMENT FORM

ACKNOWLEDGEMENT:

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Application is hereby made to obtain a permit to do work and installation as indicated on the approved construction drawings.

PROJECT/PERMIT NO.: _____

OSSF Contractor:		Phone:	
Address:		Fax:	
City:	State:	Zip:	
E-mail:			

Installer:	TCEQ License No.:
License Type:	Expiration Date:

AFFIDAVIT:

I certify that all work will be performed under my supervision in accordance with state and local laws and that the information contained in this form is true and correct to the best of my knowledge.

SIGNATURE OF OWNER OR OWNER'S AGENT: _____



ENERGY CODE COMPLIANCE

ENERGY CODE COMPLIANCE

Both the City of Lakeway and the State of Texas are committed to energy code compliance and verification. Energy code compliance and verification are performed from different perspectives, but share the same end goal. Architects, designers, engineers, contractors, builders, and other construction industry stakeholders have a professional responsibility to design and comply with the energy code on behalf of the building owner/developer. Energy code compliance evaluation is the process of verifying that new or renovated buildings are meeting the intended requirements of adopted energy codes. Compliance with the energy code can be demonstrated through a prescriptive, trade-off, or performance approach. In evaluating building compliance, the prescriptive approach should be assumed unless documentation is obtained from the building department or responsible authority demonstrating compliance with either the trade-off or performance approach.

- **Prescriptive Approach** – For the building envelope, a prescriptive approach would list the minimum R-value or maximum U-factor requirements for each building component, such as windows, walls, and roofs. For lighting systems, a prescriptive approach would simply list the allowable watts per square foot for various building types. For mechanical systems and equipment, a prescriptive approach would list the minimum required equipment efficiencies. This approach is quick and easy to use, but you may find the approach somewhat restrictive because the requirements typically are based on worst-case assumptions and all requirements must be met exactly as specified.
- **Prescriptive Approach** – For the building envelope, a prescriptive approach would list the minimum R-value or maximum U-factor requirements for each building component, such as windows, walls, and roofs. For lighting systems, a prescriptive approach would simply list the allowable watts per square foot for various building types. For mechanical systems and equipment, a prescriptive approach would list the minimum required equipment efficiencies. This approach is quick and easy to use, but you may find the approach somewhat restrictive because the requirements typically are based on worst-case assumptions and all requirements must be met exactly as specified.
- **Performance Approach** – A performance approach (also known as a systems performance approach) allows you to compare your proposed design with a baseline or reference design and demonstrate that the proposed design is at least as energy efficient as the baseline in terms of annual energy use. This approach allows great flexibility but requires considerably more effort. A performance approach is often necessary to obtain credit for special features, such as passive solar, photovoltaic cells, thermal energy storage, fuel cells, and other nontraditional building components. This approach requires an annual energy analysis for the proposed and the reference buildings.

REScheck™ Desktop, REScheck-Web™, COMcheck™ Desktop and COMcheck-Web™ are software applications developed to simplify and clarify energy code compliance with the model energy code (IECC) and a number of state-specific codes for residential building projects. REScheck and COMcheck are used to assist architects, builders, designers, and contractors in demonstrating energy code compliance, and creates compliance reports for code officials based on project inputs. The REScheck and COMcheck software applications are available on the Department of Energy (DOE) web page <https://www.energycodes.gov/software-and-web-tools-0>.

The City of Lakeway requires a detailed REScheck report for residential construction projects, and a detailed COMcheck report for commercial construction projects, prior to permit issuance.

For prescriptive requirements, use Climate Zone 2.



BONDING & INSURANCE

BONDING

Before a permit for construction of any improvement is issued, the applicant shall submit to the city a permit bond in a form acceptable to the city in the principal sum of ten thousand dollars (\$10,000.00). Such bond shall secure and be used for the payment of any and all damages to persons or property (including the city) which damages arise from, or are caused by, any act or conduct taken or authorized by the permit holder or any permit actor. Among the damages secured by the permit bond and for which the bond amount is payable is the cost to the city to cure or abate any condition deemed or found to be a nuisance pursuant to any city ordinance or other applicable law caused by defective, incomplete or noncompliant construction of any improvement to real property.

Governmental agencies shall not be required to submit a permit bond.

INSURANCE

Before a permit is granted under this article, the applicant shall furnish to the city a certificate of insurance showing a waiver of subrogation in favor of the city and the city as the certificate holder, proving that he has procured public liability and property damage insurance in the following amounts:

- (A) For damages arising out of bodily injury or death of one person in any one accident: \$250,000.00.
- (B) For damages arising out of bodily injury or death of two or more persons in any one accident: \$500,000.00.
- (C) For injury or destruction of property in any one accident: \$250,000.00.

Such insurance shall be kept in full force and effect during the period of time for which a permit shall be issued or until the issuance of a certificate of occupancy or certificate of completion.

Governmental agencies shall not be required to submit proof of insurance.



MANUAL S, J AND D REPORTS

ACCA MANUALS

According to Section M1401.3 of the International Residential Code, 2009 Series, heating and cooling equipment shall be sized in accordance with ACCA Manual S based on building loads calculated in accordance with ACCA Manual J or other approved heating and cooling calculation methodologies.

- Manual S – Residential Equipment Selection shows how to select and size heating and cooling equipment to meet Manual J loads based on local climate and ambient conditions at the building site. Manual S covers sizing strategies for all types of cooling and heating equipment, as well as how to use comprehensive manufacturer's performance data on sensible, latent or heating capacity for various operating conditions.
- Manual J – Residential Load Calculation 8th Edition is the national ANSI-recognized standard for producing HVAC equipment sizing loads for single-family detached homes, small multi-unit structures, condominiums, town houses and manufactured homes. This publication provides quick supplemental details as well as supporting reference tables and appendices. A proper load calculation, performed in accordance with the Manual J 8th Edition procedure, is required by national building codes and most state and local jurisdictions.
- Manual D - Residential Duct Systems provides a single set of ANSI-recognized duct sizing principles and calculations that apply to all duct materials; system operating point (supply cfm and external static pressure), and airway sizing for single-speed and multi-speed (ECM) blowers; a method for determining the impact of duct friction and fitting pressure drop on blower performance and air delivery, and the most comprehensive equivalent length data ever published. You can apply the Manual D procedure to constant volume systems and zoned variable air volume systems, over a full range of duct construction materials.

The City of Lakeway requires a Manual J compliance report/worksheet for residential construction projects prior to permit issuance; ***Manual S and Manual D compliance reports/worksheets are not required at this time.*** A list of ACCA approved software applications is available on the ACCA web page <http://www.acca.org/standards/software/>.

For questions concerning your compliance report/worksheet, contact your licensed heating and air conditioning contractor.



REEXAMINATION REQUEST

Project No.: _____

☐ pre-issuance ☐ post-issuance

Requestor:		Phone:	
Address:		Fax:	
City:	State:	Zip:	
E-mail:			

Use the space below to further describe the content of your request:

	OFFICE USE ONLY:
	Project # _____
	Submittal Date:
	Receipt # _____

DATE STAMP